

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ OtherExplanation *(Show any positions replaced)*

Standard MWR NAF PD

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☐ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

NAF

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Technical Information Specialist

NF

1412

04

SW 12-31-01

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

S. J. NEW

Principal Classifier

Signature

Date

22. Position Classification Standards Used in Classifying/Grading Position

OPM PCS Technical Information Specialist
Series NF-1412-04 TS-130 Aug 94

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

NONAPPROPRIATED FUND POSITION DESCRIPTION**JOB TITLE:** Technical Information Specialist**POSITION NUMBER:** 010162 (02-70169)**JOB SERIES:** 1412 **PAY LEVEL:** NF-04**SUMMARY OF DUTIES:**

Responsible for all aspects of computer services and systems operated by the library. Acquires, organizes, accesses, and disseminates information across a wide spectrum of subjects and fields. Manages the integrated library system (ILS), the CD-ROM Local Area Network (LAN), the computer lab, Internet access, the web page, and all network communications. Maintains the library operating systems and stand-alone computers to include software upgrades, data separation, equipment maintenance, database maintenance, systems backup, report generations, equipment modifications, replacements, etc. Develops automated procedures for preserving the integrity of the systems. Establishes timelines for all maintenance functions. Guides the continuing integration of information technology into operations and services. Plans, develops, implements, and evaluates stand-alone and networked electronic multimedia for library applications. Works with the supervisory librarian and librarian (reference) to analyze the library collection and services strategy, facilitating user access to new information sources and technologies. Assists the supervisory librarian in preparing a strategic plan for library technology, incorporating agency, and base-level goals and coordinates technology plans with various agencies. Evaluates user requirements for data and for automated systems; conducts surveys and studies, analyzing ways to improve mission and education support. Serves as the library system administrator for the DSN host address and base LAN connectivity. Serves as the library system liaison for education and academic campus support. Prepares operating instructions for system equipment and library computer programs including courses of action to be taken when anticipated machine errors occur, control setups, emergency shutdown procedures, and procedures for rebooting the system. Participates in the planning and supervision of automation-related library taskings. Monitors the operation of automated programs and responds to problems by diagnosing and correcting errors. Provides on-the-job automation training for staff. Creates program scripts and macros as appropriate. Coordinates the disposal of obsolete inventory with proper documentation and authorization. Maintains current logs of operations,

patron usage, vendor assistance calls, service visits, and system malfunctions. Schedules special operations and reports. Conducts an annual inventory of computer equipment and software. Installs passwords and issues staff authorization levels. Conducts customer computer literacy classes for the community. Works with librarian to provide library instruction activities and outreach services. Performs other related duties as assigned.

Accurately maintains up-to-date information on the state of the art. Promptly reports all problems or discrepancies in the operation of automated programs to the supervisory librarian. Promptly responds to system problems by diagnosing and correcting errors. Effectively provides training on automated systems and their modifications and new software programs to library staff. Effectively plans support requirements for on-base academic program accreditation. Effectively teaches customer computer literacy classes to customers. Accurately, and within time frames specified, prepares user requirements and automated systems data for report preparation. Effectively evaluates user requirements for data and for automated systems and develops long-range automation plans for the library. Monitors environmental requirements for effective equipment operation. Assures compliance with safety, security, and fire instructions. Works independently and accomplishes objectives with minimal supervision.

Performs other duties as assigned.

Minimum Qualifications:

Must have 3 years specialized experience that provided knowledge of the basic principles, theories, practices, techniques, and terminology of a discipline or subject matter field. Such experience must have been equivalent to that which would have been gained through a 4-year college curriculum. A 4-year degree in computer science or related field may be substituted. Ability to apply library methods and procedures in order to perform technical information systems management. Knowledge of computer operating systems, programming languages, and client/server networking environments is required. DOS, UNIX, Novell, Z39.50, TCP/IP protocol, CD-ROMs in network environments, LANs and WANs are highly recommended areas of expertise. Knowledge of library materials and collection development in relation to reference services. Internet experience and knowledge of web page

development and Internet tools are desired. Work requires some physical exertion such as regular bending, crouching, stooping, stretching, reaching to move and correct computer equipment; and lifting of moderately heavy boxes of books or reports. Successful completion of a National Agency Check is required. Must possess skill in working with peers and with the public.